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MEMORATION FOR: Deputy Director for Support

SUMME

: Current Interest Items

1. Barly Actirement
The "Penel of Attorneys" is scheduled to meet on 4 December at
25X1A9a Headquarters Building. Measrs. Houston, Echole, and will 25X1A9a
meet with them after they have a private discussion. (The tentative plan for
a meeting on 25 November was cancelled.)

In the meantime, it is apparent that early action should be taken on the question of admitting or excluding as participants those employees who, elthough otherwise eligible on the basis of past service, are now already eligible for immediate retirement under the Civil Service Betirement Act. We hope to defer action until the Panel of Attorneys have occupleted their review but believe a clear policy determination would be highly desirable before external coordination of the draft regulation is completed. We are preparing a staff paper on this question to present for consideration.

2. Leave Benefits for Contract Employees
General Counsel is re-examining the legality of our present regulation practices regarding the grant (or withholding) of annual and sick leave
benefits to Contract Employees. It appears that the Annual and Sick Leave Act
applies to employees of the U.S. Government (whether engaged by appointment
or contract instrument) who are serving on regularly scheduled tours of duty.

It appears that the regulation which now permits a determination on a case basis as to the type, if any, of leave benefits to be afforded a Contract Employee will require modification to provide benefits in accordance with the Annual and Sick Leave Act. (Existly, these are 13 days sick Leave per year and, depending on length of service, 15 to 26 days of annual leave per year for full time employees and accrual on a pro rata basis for parttime employees working on a regularly scheduled tour of daty.)

3- New Fitness Report Form for Career-Provisional Employees
We have concluded that the Agency is not making full use of the
provisional period to accomplish a thorough evaluation of employees for
career employee status. Further, there is a general lack of concern at
supervisory and employee levels with the importance and significance of
attaining career employee status. In some services, the conversion actions
appear to be pro formal in other services, there is a backlog of cases to
be acted upon because the review of such conversions has been subordinated
to other work requirements.

In an effort to establish a greater exareness of the purposes and significances of the provisional period, we are exploring the possibility of



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using a modified Fitness Report for exployees in provisional status—distinctively labeled and perhaps printed on colored paper and including specific questions relating to the individual's potential for career exployee status. When a complete proposal has been developed, we plan to present it to the horsonnel Advisory Board for consideration.

The "Christmas Progress
The "Christmas Constittee" met on 20 November to discuss plans for the Agency's observance of the Christmas season this year. Generally, the plan is to be the same as last year's. Religious services are scheduled at the Head-Quarters muditorium on 23 December and choral progress on 14 and 18 December.

An All Employee announcement of the program was reviewed by the Committee and has been forwarded to your office for approval and publication.

A special Honor Asserds ceremony has been scheduled in the NFIC anditorium for Theoday, 24 Hovember. Himeteen seards (3 Intelligence Medals of Merit, 12 Certificates of Merit with Distinction, and 4 Certificates of Merit) will be presented by Mr. Eirspetrick.

This report covers the period of 16 November through 22 November 1964. Participation in the Physical Fitness Room the past week was shout the same as it has been over the regular seven day period; the masher of participants was 163 compared with 151 for the previous week.

Exercise clothing sales now total \$133.75.

We have commenced preparing the statistical data for the 30 Movember report which will show distribution of participants by grade and directorate.

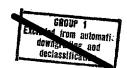
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by the Readremers' Club of America, D. C. Chapter, for waving run 1 1/2 miles
in less than cloven minutes.

Candy Sales by Prolowee Activity Association
The Employee Activity Association is again sponsoring a sale of candy
for the Christmas season. The initial shipment has been received and went on
sale 20 November 1964 at the Employee Activity Association Office located at
the North Cafeteria Concourse. Sales as of the close of business. 20 November,
were as follows:

49 1/2 pounds

\$67.70



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Returned with pleases totaling \$188,237.44 — 135.9 per cent of our goal.

Installation of the barbershop is progressing on schedule and there should be no problem in meeting the acheduled opening date of 4 January 1965.

Francti D. Schols Director of Personnel

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